



Job Opportunity

State Controller's Office

Position: Staff Services Analyst/Associate Governmental Program Analyst | Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, 10th Floor, Sacramento, CA 95814

Issue Date: February 10, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Eleanor Alvarez, (916) 324-7148

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-812-5157-XXX
051-812-5393-120

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direction of a Staff Services Manager I in the California Automated Travel Expense Reimbursement System (CalATERS) unit, the incumbent performs project and analytical support activities associated with the CalATERS. Assignments will generally fall into the areas of implementing CalATERS within newly participating departments, impact analysis on changes to employee business expense reimbursement rules and policies, preparation of business function requirements, resolving system problems and conducting user acceptance testing on system upgrades/modifications.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

The level of duties will correspond with the level of hire.

Duties include but are not limited to the following:

- Meet with department representatives to present the benefits and demonstration of the CalATERS including discussions on implementation tasks, schedule and issues.
- Administer the CalATERS training program to new department accounting office staff and department employees.
- Maintain and monitor the CalATERS to ensure its continued efficient and accurate operation as well as its conformity to state laws, rules and policies, collective bargaining unit contracts, and department policies.
- Assist in the implementation of new/enhanced processes including the development of forms/procedures that will compliment the CalATERS.
- Research and respond to client inquiries regarding the use of CalATERS.
- Conduct testing of the CalATERS during upgrades for quality assurance; create and update test cases.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Identify and recommend enhancements of CalATERS.
- Define business function requirements for any changes to CalATERS, conduct user acceptance testing of the changes, and coordinate implementation of the changes.
- Prepare correspondence to notify departments of any changes or modifications to the CalATERS.

Desirable Qualifications:

- Experience using CalATERS.
- Ability to manage multiple projects.
- Ability to communicate effectively.
- Ability to adjust priorities and meet deadlines.
- Excellent organization and research skills with attention to detail.
- Presentation skills.
- Punctual and dependable.
- Excellent interpersonal and customer service skills.
- Knowledge of software applications such as Microsoft Explorer, Word, Excel, Powerpoint and Outlook.
- Knowledge of web server technology.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division
300 Capitol Mall, 10th Floor
Sacramento, CA 95814

Attn: Eleanor Alvarez